

WEST MONTROSE SANITATION DISTRICT  
RECORD OF PROCEEDINGS  
September 18, 2024

The Board of Directors of the West Montrose Sanitation District met at the WMSD office located at 239 Chipeta Road. Rick Dunlap, President called the meeting to order at 7:01 p.m. Members of the Board present were Michael Monell, Kristi Harvey, and William Merrel. William Green was absent. Also in attendance were Aaron Brooks, Andres Garcia and Jeff Brady.

**VISITORS:** None

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**APPROVAL OF AGENDA:** Kristi Harvey made a motion to approve the agenda as presented. Michael Monell seconded the motion. Motion carried.

**CONSENT AGENDA:** William Merrel made a motion to approve the Consent Agenda as presented. Michael Monell seconded the motion. Motion carried.

**REPORTS:**

1) **Financial & Office**

A. **Financial Reports**

- i) Andres Garcia reviewed the bills to be paid for the current month and the petty cash report. Mr. Garcia noted the SDA Conference per diem expense for Jana, Cheryl, and Kristi on the Petty Cash Reimbursement. Mr. Garcia also discussed the expense for the Jeep tires at Discount Tire and the commercial insurance renewal with Mountain West Insurance. Mr. Garcia noted to the Board that after getting an actual building replacement cost per sq/ft from a contractor, the Property & Liability Application can be submitted to the SDA Liability Pool for a quote on commercial insurance to compare to Mountain West Insurance.
- ii) Mr. Garcia presented the Profit and Loss and Balance Sheets thru August 2024 or eight months of the year. Mr. Garcia also presented and discussed the Budget Comparison report through the first eight months of the year, noting that operating expenses are well under budget and he projects that the District will finish the year under budget.
  - (1) Michael Monell made a motion to approve the financial reports through August 31, 2024. William Merrel seconded the motion. Motion carried.
- iii) Budget Officer needs to be designated for the 2025 budget.
  - (1) Kristi Harvey made a motion to designate Andres Garcia as the Budget Officer for the 2025 budget. Michael Monell seconded the motion. Motion carried.
- iv) Mr. Garcia presented the budget calendar and noted the Budget Review & Work Session with the WMSD Staff, currently set for October 8, 2024 at 10:30 a.m. The Budget Review Work Session with the Board was set for October 9, 2024 at 9 a.m. Mr. Garcia informed the Board that WMSD had received the preliminary mill levy from the county and would submitting it along with the mill levy worksheet to WMSD'S CPA, Don Moreland for review next week. Final adoption of the 2025 budget will be presented at the November 20, 2024 Board meeting.

2) **Treatment Facility Report**

- i) Andres Garcia presented the Board with the treatment plant section of the Facility report for the month of August, 2024. Mr. Garcia reported that the monthly average influent flow for August was 0.39 MGD, or approximately 56% of the facility's hydraulic capacity

of 0.7 MGD, up 1% from last month and up 4% for the same period last year. The facilities organic capacity was calculated at 19% of the permitted allowance, up 5% from last month and down 7% for the same period last year. All lab analysis results for August were within compliance and well below the District's discharge permit limits.

- ii) Mr. Garcia discussed the repairs & maintenance that had been done at the plant. The new programmed SBR influent valve and actuator from Aqua-Aerobics arrived after a 6-month lead time. Haynes Excavation was contracted to perform removal and replacement of existing valve/actuator combo on SBR #1. Both SBR basins now have had the valves & actuators replaced, with a life expectancy of 20 to 25 years.
- iii) Mr. Garcia presented the August septage totals to the Board. Loads – 23; Gallons – 27,426; Revenue - \$6,856.50. Mr. Garcia informed the Board that 19 loads were from A Rooter Man and 4 loads from State of Colorado Parks and Wildlife. Mr. Garcia noted to the Board that the District is working with Jim Austin and Emily Sanchez of Montrose County on the solution for the septage receiving station. Mr. Garcia is looking forward to meeting and working on the project with the newly hired Montrose County Manager, Frank Rodriguez.

**3) Collection System Report**

- i) Jeff Brady presented to the Board for their approval, a completed Tap Application from Kevin Krauklis, a customer living at 13653 Carefree Drive. The Tap Application was completed on August 13, 2024. Mr. Krauklis will be adding a second home on his property, address TBD. The Staff recommendation is to approve the sale of one tap to Mr. Krauklis.
  - (1) Michael Monell made the motion to approve the sale of one residential tap to Kevin Krauklis at 13653 Carefree Drive. Kristi Harvey seconded the motion. Motion carried.

**4) Legal Counsel Report**

- i) Aaron Brooks had no new updates for the Board

**5) Upcoming Meeting Dates**

A. Budget Work Session	October 9, 2024	9:00 a.m.
B. Board Meeting	October 16, 2024	7:00 p.m.

**OTHER:** Kristi Harvey relayed a staff concern pertaining to not receiving a 2024 cost of living raise. Andres Garcia explained to the Board that a 5% cost of living increase had been approved for all staff members in 2022 and a 10% cost of living increase had been approved for all staff members in 2023. Mr. Garcia informed the Board that the question regarding COLA had been discussed multiple times throughout the year with staff members, and that a COLA adjustment was not scheduled for 2024. Mr. Garcia also discussed with the Board, that a COLA is not given and should not be expected annually. A COLA adjustment will be presented to the Board during budget planning for 2025.

Kristi Harvey also presented to the Board the idea of looking at homes that are used as VRBO's, Air B&B's, or other home businesses in the District and reclassifying them as commercial, or creating a new classification, and increasing the fees on those homes. The Board agreed that this would be something to look into. The Board also discussed the importance of knowing if a resident has added an additional dwelling unit and connected it to their existing tap without contacting the District. Knowing the number of taps that are being used helps the District track capacity so the system is not overtaxed.

**ADJOURNMENT:** Having no other business to come before the Board, Rick Dunlap asked for a motion to adjourn the Board meeting for Wednesday, September 18, 2024.

At 7:40 p.m., Kristi Harvey made a motion to adjourn the meeting. Michael Monell seconded the motion. Motion carried.

Respectfully submitted